

<b>Calendar Committee Meeting</b> Idania Padron Reyes, VPSS, Co-chair Pamela Ford, Classified Union President Dr. Jason Bowen, Faculty Union President, Co-chair Kelly Brogan, Enrollment Services Tanya McGinnis, Counselor Kyle Jacobsen, Academic Affairs Specialist (CMS) Vacant, Dean, Student Support Services Dr. Windy Franklin-Martinez, Dean, Enrollment Services Johnathan Compton, Senate, Academic Faculty Daniel Conner, ITS MIS – absent Rick Motawakel, Senate, Vocational Faculty - absent ASO Representative, Destiny Waller Vacant, Director, Financial Aid (CMS) Hal Huntsman, Academic Faculty Dr. Kathy Bakhit, Vice President Academic Affairs Angela Urbanoski, Sr Admin Assistant to VPSS	<b>Thursday, October 10, 2024</b> <b>1:30 pm – 3:00 PM</b> <b>Student Lounge (SCT-150)</b>
--	--

<b>AGENDA</b>
---------------

Items	Person Responsible	Time	Action
-------	--------------------	------	--------

<b>Information/Discussion Items:</b>
--------------------------------------

1. Welcome	Idania Padron Pamela Ford	2 minutes	Chairs confirmed attendance for quorum. Introductions.
------------	------------------------------	-----------	---

2. Review & Approval of Minutes, 5/1/24	Idania Padron	5 minutes	Change team to committee. Angela makes this change. Minutes moved.
---	---------------	-----------	---

3. Review & Discussion of Academic Calendars - 2026-27; 2027-28: <ol style="list-style-type: none"> <li>a. Review Intersession Start and End Dates</li> <li>b. Potential Semester Start Date Change</li> <li>c. Adding Late Start Courses to Academic Calendars to Show Available Openings/Options</li> </ol>	All	40 minutes	The committee reviewed the 2026-27 proposed calendar and the following concerns were discussed: <b>Intersession Start/End Dates:</b> <ul style="list-style-type: none"> <li>• The committee discussed two academic calendar models: a traditional calendar where intersession starts on a Monday and a staggered calendar where it starts midweek (Wednesday or Thursday).</li> <li>• Starting intersession midweek could result in lost instructional days in certain years when holidays overlap with the beginning of the session.</li> <li>• The committee explored whether to adopt the staggered model to recover two instructional days (Monday</li> </ul>
---	-----	------------	--

			<p>and Tuesday), as finishing midweek instead of a Saturday.</p> <ul style="list-style-type: none"><li>• Intersession for 2026 is set for January 4 to February 6, but the discussion focused on whether five full instructional weeks could be restored. Historically, intersession was five weeks, and the committee expressed interest in returning to that format.</li></ul> <p><b>Impact on Spring Semester and Grade Submission:</b></p> <ul style="list-style-type: none"><li>• The staggered calendar could push the spring semester to end on a Tuesday, which would leave faculty with less time to submit final grades. This poses challenges for departments like Admissions &amp; Records (A&amp;R) that need to process grades in time for advising transfer students to UC/CSU.</li><li>• The concern is that if A&amp;R must process grades over a weekend, the delay could impact advising for students applying to universities, where deadlines must be met.</li></ul> <p><b>Discussion on Staggering and Alternative Calendars:</b></p> <ul style="list-style-type: none"><li>• The committee discussed whether intersession should always start midweek or remain consistent with the traditional Monday start. Staggering has pros and cons, but the preference seemed to lean toward consistency year over year to avoid confusion, especially for students and faculty.</li><li>• It was noted that intersession might be more flexible in its scheduling than fall and spring, which would need the most consistency throughout the calendars.</li></ul>
--	--	--	---

		<p>A discussion took place regarding the flexibility of Opening Day. Opening Day is to be on the Friday before the fall semester per the FPD Handbook.</p> <p>The Faculty Professional Development (FPD) Committee submits 10 days to the chancellor's office and changing this would require additional research.</p> <p>There was also a suggestion to start future academic years (2026/2027 and 2027/2028) on a Wednesday to better engage campus activities and hold a Welcome Day.</p> <p>Committee members representing the Counseling Department raised concerns about their inability to participate in Opening Day due to their required work hours on Fridays and proposed closing services on that day. However, Student Services reported that they assist 200-300 students on Fridays, making this closure a challenge. A staggered start to allow registration on Mondays and Tuesdays was discussed, but this presents complications with the academic calendar and student services.</p> <p>The conversation highlighted the need for further discussions with the Executive Council and the President regarding the closure of Student Services on Fridays for Opening Day. Additionally, offering a Zoom option for faculty who cannot attend in person was suggested for future Opening Day activities.</p> <p>A proposal was made to maintain a traditional calendar for spring and summer intersessions and was agreed upon by the committee for the 2026/2027 academic year (January to August 7).</p> <p>The discussion shifted to whether the fall semester should start on August 17</p>
--	--	--

			<p>or 19. Faculty at the academic senate expressed a preference for having the entire Thanksgiving week off, citing low student attendance during that period. To make up for the lost instructional days, it was suggested to move these days to the second week of December.</p> <p>Concerns were raised about the impact on grading timelines and the ability to process transcripts if the semester runs later into December. The A&amp;R office would have to be present through December and not have too many staff out on vacation to meet deadlines. They normally have at least 10 days to get out grades and they would have less time.</p> <p>It was noted that the reduced time for grade processing could present challenges, especially for the Admissions and Records office. A faculty survey was proposed to gather input on the possibility of moving Thanksgiving week instructional days to December. The committee also discussed the importance of providing adequate time for faculty to submit grades and for administrative staff to process transcripts.</p> <p>The committee acknowledged the need to decide whether the fall schedule would be modified consistently in future years, particularly for 2027/2028. Further discussions will be held to determine if the traditional or alternative fall schedule will be adopted.</p>
4. Review & Update of Membership	All	15 minutes	Bring back
5. Committee Goals	All	15 minutes	Bring back
6. Committee Meeting Dates	All	10 minutes	Bring back
<b>Future Agenda Items:</b>			
AP 4010 Academic Calendar			

